

Training

CAP Operational Missions

CAPR 50-15, 1 FEB 96, is supplemented as follows:

1-3b (Add) (Note in Virginia Wing, these duties are the responsibility of the Emergency Services Director).

2-2e (Add) Following CAP Form 101T in the 2nd sentence, add “or emergency services assignment log.”

2-2e(13) (Add) DF/Interview Team Member

2-2e(14) (Add) DF/Interview Team Leader

2-2g (Add) Following CAPF 101T in the first sentence add “or in the emergency services assignment log.”

2-2h (Add) CAPF 101 cards expired less than two years will be accepted in lieu of a CAPF 101T as authorization for emergency services specialty training in the list qualifications.

2-3a (Add) And a four hour Call Out Qualified (COQ) briefing conducted by a CAPF 101 rated ground team leader or other approved instructor.

2-3b(4)(d) (Add) Call Out Qualified briefing by qualified Ground Team Leader or designated instructor.

2-3s (Add) DF/Interview Team Member:

(1) **Trainee.** Satisfy the following for issuance of CAPF 101T: a) Possess a CAP Radio Operator Permit; b) Satisfactorily complete the classroom instruction and testing contained in the DF/Interview Team and Leader manual.

(2) **Qualified.** Satisfy the following for issuance of CAPF 101: a) Satisfactory participation in a minimum of two missions as a DF/Interview Team Member; b) Recommendation by a DF/Interview Examiner.

2-3s (Add) DF/Interview Team Leader:

(1) **Trainee.** Satisfy the following for issuance of a CAPF 101T: a) Current and qualified DF/Interview team member; b) At least 18 years of age; c) Possess a current state driver's license; d) Satisfactorily complete the classroom instruction and testing contained in the DF/Interview Team Member and Leader Manual.

(2) **Qualified.** Satisfy the following for issuance of a CAPF 101: a) Satisfactory participation in a minimum of two missions as a DF/Interview Team Leader; b) Recommendation by a DF/Interview Examiner.

2-4a(1)(a) (Add) “or audit two-weekend Ground Team Member courses and participate in at least two mission shifts as Ground Team Member Trainee.”

2-4a(1)(b) (Add) “Qualified Air Operations Directors may meet the Ground Team Member requirements by auditing the two-weekend Ground Team Member Course and participating in at least two missions as a ground team member trainee.

2-4a(1)(c) (Add) The Virginia Department of Emergency Services Incident Command for Ground (ICG) course or equivalent.

Supersedes VA Sup 1 to CAPR 50-15, 1 SEP 98

Supersedes VA ES Examiner OI, 1 DEC 00

OPR: DOS

DIST: 1 each Group, Sqdn., Flight

1 MER HQ/DOS

2-4a(2)(b) (Add) “as well as Operations Section Chief and Plans Section Chief.”

2-4a(2)(d) (Add) Following the word “Demonstrate” add: “to a designated mission coordinator examiner”. Following the word “operations” add “including incident command procedures developed and used by resources of the Virginia Department of Emergency Services, and the ability to manage overall mission operations as mission coordinator, operations section chief and plans section chief.”

2-4b(1)(e) (Add) Satisfactorily complete the Virginia Department of Emergency Services Practical Search Operations (PSO) course, or equivalent.

2-4b(2)(b) (Add) Following the word “qualified” and “designated” and following the word “Director” add “Examiner”.

2-4c(1)(e) (Add) Satisfactorily complete the Virginia Department of Emergency Services Practical Search Operations (PSO) course, or equivalent.

2-4c(2)(b) (Add) Following the word “qualified” add the word “designated” and following the word “Director” add the word “Examiner”.

2-4d(1)(e) (Add) Satisfactorily complete the Virginia Department of Emergency Services Managing Search Operations (MSO) course, or equivalent.

2-4d(2)(b) (Add) Following the word “qualified” add the word “designated” and following the words “Search Coordinator” add the word “Examiner”.

2-4e(1)(e) (Add) Satisfactorily complete the Virginia Department of Emergency Service’s Management Search Operations (MSO) course, or equivalent.

2-4e(2)(b) (Add) Following the word “qualified” add the word “designated” and following the words “Search Coordinator” add the word “Examiner”.

2-4f(2)(d) (Add) In the seventh line following “mountain search procedures” insert “and who receives their initial check flight in one of the

following grids: (grid numbers must be marked on CAPF 91) – LUK 138BD, 140C, 164BD, 165AC, 166BCD, 167BCD, 190, 191, 192AC, 194, 195A, 218, 219, 221B, 221D, 222A, 245, 246, 247a, 248, 249ACD, 272, 273AC, 274, 275, 276AC, 297D, 298CD, 299BCD, 300ABC, 302AB, 318CD through 329AC, 345BCD through 356A, and north of the Virginia-North Carolina state line, grids 372D through 382AB and 383AB.

2-4j(2)(c) (Add) After the word “qualified” add “designated”. After the word “observer” add “examiner”.

2-4k(2)(c) (Add) After the word “qualified” add “designated”. After the word “observer” add “examiner”.

2-4l (Add) Insert the following before section 1: Virginia Wing CAP has adopted the Virginia Department of Emergency Services field team member and field team leader standards (except that the ELT direction finding qualifications is also required by CAP). While CAP members are not required to possess field team certification by the Commonwealth of Virginia prior to participation in ground search missions, this certification is strongly encouraged by Virginia Wing.

2-4l(2)(b) (Add) After the word “qualified” add “designated”. After the word “observer” add “examiner”.

2-4m (Add) Insert the following before section 1: Virginia Wing CAP has adopted the Virginia Department of Emergency Services field team member and field team leader standards (except that the ELT direction finding qualifications is also required by CAP). While CAP members are not required to possess field team certification by the Commonwealth of Virginia prior to participation in ground search missions, this certification is strongly encouraged by Virginia Wing. Minimum for certification by the state is 16, although cadets age 15 may participate in training conducted by the Virginia Department of Emergency Services and, if qualified, be certified upon reaching their 16th birthday.

2-4m(2)(c) (Add) Following the word “qualified” add the word “designated” and following the words “Leader” add the word “Examiner”.

2-4n(2)(b) (Add) Following the word “qualified” add the word “designated” and following the words “Officer” add the word “Examiner”.

2-4o(2)(b) (Add) Following the word “qualified” add the word “designated” and following the words “Officer” add the word “Examiner”.

2-4p(2)(b) (Add) Following the word “qualified” add the word “designated” and following the words “Director” add the word “Examiner”.

2-4q(2)(b) (Add) Following the word “qualified” add the word “designated” and following the words “Communication Unit Director” add the word “Examiner”.

2-5 (Add) After Attachment 1 in line 4, add “and obtain the recommendation of an appropriate designated mission examiner.”

2-6a (Add) Note: If more than one specialty is listed on a CAPF 101, the card will expire 24 months from the date the last ES Qualification Exam was passed or on the earliest date any one of the following specialty qualifications ends: (1) Mission Pilot; (2) Ground Team Leader or Member; (3) Mission Coordinator.

2-6c (Add) In first line following the word “renewal” insert “containing the recommendation of the unit commander and a designated emergency service examiner for the rating.” Following the second sentence add: “Note: Commanders should submit CAPF 100’s to wing Emergency Services Licensing Officer for action. No further notification to Wing is required.”

2-7a (Add) In the second sentence, following “by participating in a mission under the supervision of an individual qualified in the specialty” add “and a designated emergency services examiner in that specialty.”

2-8a(1) (Add) Between the words “satisfactorily” and demonstrates” in line 3 insert “complete the Virginia Department of Emergency Service’s Managing Search Operations and Practical Search Operations courses, or their equivalent.” Following the paragraph add: “In Virginia, applicants for all ratings must satisfactorily demonstrate to an appropriate designated examiner their ability to perform the required duties.”

2-8a(2) (Add) Line 4 following the word “qualified” add the word “designated” and following the words “Mission Pilot” add the word “Examiner”.

Add Section:

2-9 Examiner System. An examiner-based certification system is used by Virginia Wing.

- a. **Examiner Appointments.** Examiners are appointed in the following ES skill areas. Examiners may conduct examinations for all interchangeable ratings in their specialty area. They may be certified in more than one area.

- (1) Mission Coordinator
- (2) Air Operations Staff
- (3) Mission Pilot
- (4) Mission Observer/Scanner
- (5) Ground Operations Staff
- (6) Ground Team
- (7) Base Operations Director
- (8) Communications staff
- (9) Mission Information Officer

- b. Responsibility:

- (1) The Virginia Wing Commander is responsible for appointing examiners.

- c. **Emergency Services Examiners.** A key to fielding a well-qualified, competent emergency services force is a cadre of willing, responsible and accountable examiners. The Wing Commander who appoints examiners, may also remove them.

- (1). Examiner Qualifications. To be appointed an Examiner, a member must:

- (a). Hold a current Advanced Emergency Services Specialty rating in the subject specialty.
- (b). Has demonstrated on a minimum of three actual and two simulations (SARCAPS) that they can competently accomplish the tasks required of that ES specialty position. This will be verified by entries in their personal mission log and stipulated by a written recommendation from the

- Incident Commander of record for that mission.
- (c). Has a written letter of recommendation from his/her Squadron/Group Commander (as appropriate) which states that they are qualified, dependable and trustworthy to perform the duties of an Examiner.
 - (d). Agrees to serve as an examiner, to perform the duties in accordance with National and Wing requirements, and to sign an examiner's agreement.
 - (e). Be recommended by the Director of Emergency Services to the Wing Commander for appointment
- (2). Examiner Appointment Process
- (a). The appointment starts with either the person asking to become an Examiner or a Squadron/Group Commander desiring to appoint someone as an Examiner.
 - (b). The individual will provide the required written proof (see 1.a,b above) to the Unit Commander for inclusion in the letter of recommendation.
 - (c). The Unit Commander prepares the letter, attaches the written proof and forwards the letter to the Wing Director of Emergency Services
 - (d). The Director will review the application with the assistance from an Incident Commander and an existing Examiner in that specialty.
 - (e). After review of the qualifications, the Director will make a written recommendation

to the Wing Commander for or against a letter of appointment for that person; and if the recommendation is negative, will cite why the request should be denied.

- (f). If the Wing Commander agrees, the Director of Emergency Services will either:
 - (1). Write a letter of appointment for the Wing Commander to sign.
 - (2). Write a letter of turn down to the individual through the Unit Commander stating why the person was not chosen.
 - (g). The Director of Emergency Services will prepare the agreement for the individual selected and forward it to them for signature along with examination materials that may be provided to the examiner for that specialty.
 - (h). Upon return of the signed agreement to the Director of Emergency Services, the individual's name will be posted.
- (3). Examiner Reappointment. Examiner appointments are on a calendar-year basis. Reappointment begins on 1 January following the initial appointment. Reappointment is at the discretion of the Wing Commander.
- (4). Examiner Announcements. Appointments and removals of Examiners will be forwarded to the Wing ES Licensing Officer. A list of current Examiners will be sent semi-annually, or more frequently, to each unit for posting.

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Administrative Officer

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Wing Commander

APPENDIX 16

**CERTIFICATION STANDARDS
DF/INTERVIEW TEAM MEMBER**

I. DUTIES: The DF/Interview Team Member functions as a member of a 2 to 4 person team to DF ELT's, do interview search, and provide road head staging bases for Ground Teams.

II. Prerequisite training:

- A. Posses a CAPF 101, Emergency Services card or a VAF 15 Mission Trainer qualification.
- B. Posses a Radio Operators Card
- C. Attend at least one complete DF/Interview Team Member course. Individuals who can demonstrate equivalent training or experience may be entitled to waive part
- D. Pass the DF/Interview Team Member test with a score of at least 80%.
- E. Pass the DF/Interview Team Member practical test within the limits defined for each station.
- F. Demonstrate the knowledge and skills as outlined in Part IV of these standards.

III. Equipment requirements: Possess proper equipment as outlined in the Minimum Personal Equipment list at the end of these standards.

IV. Knowledge and Performance Standards

- A. Describe in detail the responsibilities of the DF/Interview Team Member.
- B. Describe your duties as a DF/Interview Team Member in the following types of missions:
 - 1. Lost person search
 - 2. Downed aircraft ELT search
 - 3. Downed aircraft aerial search
 - 4. Natural disaster assistance
- C. Map and Compass
 - 1. Properly orient any map given to you.
 - 2. Given three bearings by an examiner plot them correctly on the map.
 - 3. Take three bearings accurately.
 - 4. Given a topographic map, point

out requested map symbols accurately.

D. Interviewing

- 1. List the kinds of information sought in interviewing.
- 2. Describe how each kind of information you listed can be used.
- 3. Given a cooperative interviewee, demonstrate proper interview techniques.
- 4. Properly fill out an Interviewing Form (CAPF).

E. DF/ELT

- 1. Explain the general principles of operation of an ELT.
- 2. Describe where an ELT/EPRIB might be found.
- 3. Describe potential problems with:
 - a. An ELT/EPRIB
 - b. Terrain.
 - c. DF equipment.
- 4. Describe the general principles of DF operations.
- 5. Given a row of airplanes (minimum of six) accurately pinpoint which aircraft has the ELT on board within 30 minutes.
- 6. Given an ELT hidden in a patch of woods not larger than 200 yards on a side, accurately locate an ELT within one hour.
- 7. Given an ELT hidden in a group of metal "T" hangers accurately locate the ELT within one hour.

F. Personal Survival

- 1. Describe how to protect yourself:
 - a. From cold weather.
 - b. From hot weather.
- 2. Explain the STOP acronym.

G. Communications

- 1. Given four bearings, accurately relay the bearings to a control station.
- 2. Accurately relay mission base instructions to a Team Leader.

Attachment 17

STANDARDS FOR DF/INTERVIEW TEAM LEADER

I. PURPOSE: The DF/Interview Team Leader functions as the team leader for a 2 to 4 person team to DF ELT's, do interview search, and provide road head staging bases for Wilderness Ground Teams.

II. Prerequisite training:

- A. Possess the training and certification as a DF/Interview team Member.
- B. Attend at least one complete DF/Interview Leader course.
Individuals who can demonstrate equivalent training or experience may be entitled to waive part
- C. Pass the DF Team Leader test with a score of at least 80%.
- D. Pass the DF Team Leader practical test within the limits defined for each station.
- E. Be able to demonstrate the knowledge and skills as outlined in Part IV of these standards.

III. Equipment requirements: Possess proper equipment as outlined in the Minimum Personal Equipment list. (Page 71)

IV. Knowledge and Performance Expectations:

- A. DF/Interview Leaders are expected to fully meet the expectations of Part IV of the Team Member standards. The items listed here are additional.
- B. SAR Operations
 - 1. Define the role of the DF/Interview Team for these types of missions:
 - a. Lost Person Search
 - b. Downed Aircraft ELT Search
 - c. Downed Aircraft aerial search
 - d. Natural disaster assistance
- C. Search Tactics
 - 1. Describe in detail the items the team leader is responsible for when carrying out a field task.
 - 2. Explain the execution of these search tasks:
 - a. Containment
 - b. ELT Search
- c. Survey Search

d. Attraction

D. Search Management

- 1. Outline the standard search strategy for:
 - a. Downed aircraft.
 - b. Lost person, wilderness
 - c. Lost person, urban
- 2. Describe the five (5) phases of a search mission and the primary activities that occur during each phase.

E. Training

- 1. Describe a training/retention program for DF/interview members
- 2. Describe the basic principals of learning.

F. Equipment

- 1. Describe the DF/Interview equipment needs for an operational team.(Page 9)
- 2. Define a preplan for insuring immediate availability of team equipment in the event of a call-up.
- 3. Describe an equipment inspection and maintenance program including member's personal equipment, team equipment, and team vehicle

G. Mission Performance

- 1. Demonstrate the ability to accurately DF an ELT signal, take bearings, and plot those bearings. Accurately transmit the information obtained to a Ground Team and/or an Aircraft.
- 2. Demonstrate the ability to interview a subject, giving the minimum of information and getting the maximum from the informant.
- 3. Demonstrate the proper process to record and report leads developed.
- 4. Demonstrate the ability to follow-up on information received in the proper manner.
- 5. Demonstrate the proper methods for establishing containment.
- 6. Demonstrate the ability to establish a road head staging base for ground teams, rescue squads, or other agencies.

MINIMUM PERSONAL EQUIPMENT FOR DF/INTERVIEW TEAM LEADER

1. Windshell jacket with hood.
2. Waterproof jacket/ poncho/parka with hood.
3. Heavy wool shirts or sweaters as required.
4. Wool Pants
5. Wool stocking cap or balaclava
6. Heavy wool socks with lighter inner pair of cotton.
7. Warm gloves
8. Heavy weight backpacking or mountaineering boots with a suitable sole recommended. Combat boots are acceptable.
9. One quart minimum canteen or water bottle.
10. Pocket Knife
11. Whistle
12. Orienteering type compass
13. Flashlight with spare bulbs and batteries.
14. Personal first aid kit
15. Waterproof matches or disposable lighter
16. Storm shelter: tube tent, space blanket, and lightweight tarp
17. Personal rations for a minimum of one day